



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

OPERATIONS COMMITTEE MEETING MINUTES May 21, 2009

Approved
6/18/09

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Mike Johnson, <i>Co-Chair</i>	Nettie DeAugustine, <i>Co-Chair</i>	Everett Alexander	None	Jane Nachazel
Sergio Aviña	Jim Chud	Jenny O'Malley		Craig Vincent-Jones
Michael Green	Robert Sotomayor	Karen Peterson		Nicole Werner
Dean Page				

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, 5/21/2009
- 2) **Minutes:** Operations Committee Meeting Minutes, 4/16/2009
- 3) **Roster:** Los Angeles County Commission on HIV, 5/12/2009
- 4) **Commissioner Application:** Jenny O'Malley, 5/19/2009
- 5) **Commissioner Application:** Karen Peterson, 5/19/2009
- 6) **Commissioner Application:** Everett Alexander, 5/19/2009

1. **CALL TO ORDER:** Mr. Johnson called the meeting to order at 12:45 pm.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the April 16, 2009 Operations Committee meeting minutes (*Passed by Consensus*).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** Mr. Johnson attended the Commissioner Leadership Training sponsored by the Quality and Productivity Commission and highly recommended it.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
7. **CO-CHAIRS' REPORT:** The June 18, 2009 Operations Committee meeting was tentatively cancelled due to special Joint Commission and Prevention Planning Committee (PPC) meeting scheduled for the same day.
8. **OPEN NOMINATIONS PROCESS:**
 - The Committee approved the nominations of Everett Alexander to the Consumer SPA 5, Alternate seat; Jenny O'Malley to the Provider SPA 3 seat; and Karen Peterson to the Provider SPA 1 seat. The nominations will be forwarded to the June 11, 2009 Commission meeting.
 - ➡ Arrange a proclamation for Joanne Granai.
 - ➡ Follow-up on Anthony Bongiorno's ability to continue participating.
- A. **Candidate Interviews:**
MOTION #3: (Johnson/Page): Nominate Jenny O'Malley to the Provider SPA 3 seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment (*Passed by Consensus*).

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MOTION #4: (Aviña/Page): Nominate Karen Peterson to the Provider SPA 1 seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment (*Passed by Consensus*).

MOTION #5: (Aviña/Johnson): Nominate Everett Alexander to the Consumer SPA 5, Alternate seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment (*Passed by Consensus*).

B. **Candidate Nominations:** There were no additional nominations.

C. **Latino Recruitment:**

- Sergio Aviña, Committee Member and Latino Task Force Co-Chair, will work with the Commission to develop a Latino recruitment plan. The Task Force will collaborate with the Commission, HIV Epi and OAPP on the development of a report on the impact of HIV on LA County's Latino populations, scheduled for the end of the calendar year.
- ➡ Coordinate with the HIV Epidemiology Program, OAPP and Latino Caucus to develop a report on Latinos and HIV by the last quarter of 2009.

9. **COMMISSION FY 2009 OPERATIONS BUDGET:** A work group was formed to review the draft operational budget before forwarding to OAPP and the Executive Committee for review. The group includes: Mr. Aviña, Mr. Johnson and Mr. Vincent-Jones.

10. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):** Work is continuing.

11. **CONSUMER CAUCUS:**

- ➡ The SPA 5 "Meet the Grantee" is being planned for July 2009.

12. **TASK FORCES:**

- The Committee agreed to reinvigorate outreach to established task forces.
- ➡ Form a Community Outreach work group.

13. **COMPREHENSIVE TRAINING:** Mr. Vincent-Jones reported that one of his priority projects this year will be further development of the comprehensive training.

- Mr. Aviña noted the next PPC training was planned for July 2009 and suggested Commission participation.
- ➡ Develop a Commission orientation for the new Commissioners in the Fall.
- ➡ Develop an abbreviated two- to three-hour introductory training to be given to Commissioners one-on-one, when they first join the Commission.
- ➡ Dr. Green will follow-up with Tru Pawluck on Mr. Vincent-Jones' application for OAPP's Social Marketing campaign workgroup CAB.

14. **COMMUNITY RELATIONS:** This was discussed under Task Forces.

15. **COMMITTEE ACTIVITIES:** The item was postponed.

16. **POLICIES AND PROCEDURES:** The item was postponed.

17. **COMMISSION OPERATIONS:** The item was postponed.

18. **ORDINANCE REVISIONS:** The item was postponed.

19. **NEXT STEPS:** The item was postponed.

20. **ANNOUNCEMENTS:** There were no announcements.

21. **ADJOURNMENT:** The meeting was adjourned at 3:00 pm.